



DEPARTMENT OF THE NAVY
COMMANDER NAVAL RESERVE FORCES COMMAND
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70148-5100

COMNAVRESFORCOMINST 1700.1A
N00C

COMNAVRESFORCOM INSTRUCTION 1700.1A

30 JUN 2004

Subj: COMMANDER NAVAL RESERVE FORCES COMMAND STAFF SAILOR OF THE QUARTER/YEAR (SOQ/SOY), JUNIOR SAILOR OF THE QUARTER/YEAR (JSOQ/JSOY) AND BLUE JACKET OF THE QUARTER/YEAR PROGRAMS (BJOQ/BJOY)

Ref: (a) OPNAVINST 1700.10K
(b) COMNAVRESFORCOMINST 1700.2
(c) SECNAVINST 5214.2B

Encl: (1) SOQ/SOY, JSOQ/JSOY, and BJOQ/BJOY Nomination Sheet
(2) SOQ/SOY, JSOQ/JSOY, and BJOQ/BJOY Score Sheet

1. Purpose. To publish procedures and guidelines for selection of the SOQ/SOY, JSOQ/JSOY, and BJOQ/BJOY for personnel assigned to Commander, Naval Reserve Forces Command (COMNAVRESFORCOM) staff. This instruction has been completely revised and should be read in its entirety.

2. Cancellation. COMNAVRESFORCOMINST 1700.1

3. Discussion. The SOQ/SOY, JSOQ/JSOY, and BJOQ/BJOY programs recognize Sailors who are the best representatives of the enlisted cadre assigned to COMNAVRESFORCOM. These dedicated professionals serve as role models of professionalism and personal excellence for all COMNAVRESFORCOM staff personnel. This program recognizes their achievements.

4. Action. The COMNAVRESFORCOM Command Master Chief (CMDCM) is responsible for coordination and conduct of these programs.

5. Eligibility. All enlisted personnel permanently assigned to COMNAVRESFORCOM, including those frocked to the listed paygrade, but excluding personnel selected for advancement to E7, may be considered for nomination and selection as SOQ/SOY, JSOQ/JSOY, and BJOQ/BJOY. Personnel in paygrade E6 will compete for SOQ/SOY. Personnel in paygrade E5 will compete for JSOQ/JSOY. Personnel in paygrades E1 through E4 will compete for BJOQ/BJOY.

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6. Selection Criteria. All nominees for SOQ/SOY, JSOQ/JSOY, and BJOQ/BJOY must meet the following criteria:

- a. Onboard a minimum of six months.
- b. Committed no infractions of good order and discipline in the past 12 months.
- c. Meets body fat standards and not on the physical enhancement program.
- d. Passed the most recent advancement exam (if eligible).

7. Nomination Procedures

- a. It is intended that all nominations originate at the work center supervisor level and progress through the member's chain of command to the selection board(s).
- b. Submit SOQ, JSOQ, JSOY, BJOQ, and BJOY nominations using enclosure (1). Submit nominations to the board chairman no later than the 5th day of the month following each calendar year quarter.
- c. Each Deputy Chief of Staff/Special Assistant (DCOS/SA) is allowed one submission for each category.
- d. SOY, JSOY, and BJOY nominations must be submitted to the board chairman no later than the 2nd Friday in January. Submit SOY nominations in the format of reference (a), minus photographs.
- e. The four most recent SOQs, JSOQs, and BJOQs excluding personnel who have transferred, will have packages submitted for SOY, JSOY, BJOY provided their performance still warrants consideration. One additional nominee is permitted from each DCOS/SA for consideration as SOY, JSOY, and BJOY thus ensuring the best-qualified individuals are considered.

8. Selection Procedures. SOQ/SOY, JSOQ/SJOY, and BJOQ/BJOY are selected by board process consisting of an interview of all nominees. The boards will convene no later than the 15th day of the month following each calendar quarter. Enclosure (2) shall be used by the board to evaluate each individual candidate. The following boards are established to accomplish this purpose.

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a. SOQ/SOY

(1) Chairman, senior chief petty officer designated by the CMDCM.

(2) A chief petty officer from each DCOS/SA.

b. JSOQ/JSOY and BJOQ/BJOY Selection Board

(1) Chairman, senior chief petty officer designated by the CMDCM.

(2) A first class petty officer from each DCOS/SA.

9. Compensation. Compensation for being selected as the SOQ/SOY, JSOQ/JSOY, and BJOQ/BJOY will be as follows:

a. SOY, JSOY, and BJOY

(1) Navy and Marine Corps Achievement Medal (JSOY/BJOY only)

(2) Two days special liberty, to be taken within 3 months of selection. Can be combined with 2 regular days off (weekend).

(3) No duty for 1 year

(4) Plaque

(5) Photo on the quarterdeck

(6) Public Affairs Office coordinated news release for hometown and Naval Support Activity newspapers.

(7) Parking space for the calendar year selected.

(8) SOY is submitted for further competition(s) including competition for the Greater New Orleans (GNO) SOY program.

b. SOQ, JSOQ, BJOQ

(1) Flag Letter of Commendation

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(2) One day special liberty (not to exceed 3 days)

(3) No duty for 3 months

(4) Plaque

(5) Photo on quarterdeck

(6) Staff SOQ is automatically considered in competition for Greater New Orleans (GNO) SOQ Program per reference (b).

(7) Nominee for SOY, JSOY, or BJOY

10. Responsibilities

a. Director, Command Services

(1) Prepare a certificate for a Navy and Marine Corps Achievement Medal for the JSOY and BJOY.

(2) Prepare a Flag Letter of Commendation for the SOQ/JSOQ/BJOQ.

(3) Ensure engraving is done on the plaque for all selectees.

(4) Post selectee's name on appropriate roster on quarterdeck.


b. Public Affairs Office

(1) Prepare article for the "Currents".

(2) Ensure all awardees are afforded the opportunity to complete/submit a Fleet Hometown News Release.

c. DCOS/SA. Submit personnel for recognition.

11. Report. The reporting requirements contained herein are exempt from reports control of reference (c).


W. S. BEYER
Chief of Staff

Distribution:
All DCOSs/SAs

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SOQ/SOY, JSOQ/JSOY, and BJOQ/BJOY NOMINATION SHEET

Name:	Rate:	SSN:
Primary Duties <ul style="list-style-type: none"> ➤ Scope of responsibility ➤ # of personnel supervised ➤ Technical/Professional duties ➤ Budget Administered ➤ Quality of Work ➤ Initiative ➤ Followership 		
CMD Directed/Coll Duties <ul style="list-style-type: none"> ➤ Scope of responsibility ➤ # of personnel supervised ➤ Command Involvement ➤ Examples: DAPA, Urinalysis, MAA, Boards, CAT, Committees 		
Potential <ul style="list-style-type: none"> ➤ Demonstrated ability to perform in positions of greater responsibility/leadership/management 		
Military Bearing <ul style="list-style-type: none"> ➤ Core Values ➤ Appearance (on/off duty) ➤ Physical fitness 		
Physical Readiness Results		
Civic Involvement <ul style="list-style-type: none"> ➤ Leadership positions ➤ Appointment/Elected Positions ➤ Church/PTA/Coach 		
Education <ul style="list-style-type: none"> ➤ Formal Civilian educ/classes ➤ Navy Correspondence courses ➤ Navy Schools/CLEP/NECs ➤ What are they doing towards Self-improvement? 		

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SOQ/SOY, JSOQ/JSOY, and BJOQ/BJOY SCORESHEET

	Point Value							
Primary Duties Scope of Responsibility Leadership Teamwork Follower ship	35							
Collateral Duties Same as Primary Duties	15							
Accomplishments Quantitative and qualitative accomplishments, Initiative, quality of work	10							
Military Bearing Core Values Appearance (on/off duty) Physical fitness	10							
Extracurricular Activity Positions of leadership Elected position Active involvement Accomplishments	10							
Self-Improvement College/VO-TECH class(es) Correspondence courses CLEP/DANTES	10							
Interview	10							
Total	100							